

November 14, 2016

**ADDENDUM NO. 1
to the
Iowa Department of Transportation
Proposal No. 17493
For Fuel Tank Cleaning Services
Letting Date: November 23, 2016**

Notice To Bidders:

This Addendum is issued to incorporate the following additions, deletions, corrections, and/or clarifications to the terms or specifications and shall hereby be considered a part of the final contract documents. This Addendum shall supersede, modify and/or change all statements to the contrary in the bid proposal and shall take precedence over previous terms or specifications.

CORRECTION:

- **Use corrected specifications attached.**

All Bidders must sign and return this Addendum for the bid opportunity referenced above. Failure to do so may subject the Bidder to disqualification. If a bid response has already been submitted, this Addendum shall be signed and emailed or faxed to the Purchasing Section prior to the scheduled Letting Date.

Company Name *(please print)*

Date

Signature

Sincerely,

Jean Gustafson, Purchasing Agent
Phone No. 515-239-1173 Fax No. 515-239-1538
jean.gustafson@iowadot.us

**Iowa Department of Transportation
SPECIFICATIONS
For
Fuel Tank Cleaning Services
Proposal No.: 17493
Letting Date: November 23, 2016**

Purpose

The contractor will provide services to check, clean, remove waste & water, transport and dispose of waste for a minimum of 57 tanks at 51 Iowa Department of Transportation (Iowa DOT) maintenance shops. Each site normally is serviced a minimum of twice a year, spring and fall. Additional service will be provided on an "on call basis." The contractor will analyze each location's tanks to test for water, algae, solids, sludge, rust, etc. and remove water, impurities, and contaminants per instructions below.

Mandatory Requirements

- A description listing the process for removal, transportation and disposal.
- The Contractors qualifications and experience relating to this quantity of locations to service in a season. Contractor needs to have experience in fuel tank maintenance and at least 5 years of similar experience relating to this quantity of locations.
- A list of employees, qualifications, training and years of experience
- A list of equipment to be utilized.
- Copies of Waste Hauler's license from appropriate states for transporting Iowa DOT waste.
- Approval form from disposing facility.
- Completed Schedule of Price for locations.

Basic Cleaning Service

Basic cleaning service will be the removal of sediment and water using the bottom tank cleaning and filtration process listed below and an application of a "maintenance dose" of biocide will be added. The cost for this service will include sampling, testing (field and laboratory), labor, equipment charge, biocide, mileage, transportation and disposal of the removed contaminants & a report of the findings as listed below.

- **Sampling Techniques**

The samples obtained by the contractor from the fuel storage tanks will be examined to determine the presence of water, bacteria and sediment. Samples will be taken through existing fill port openings in the top of the tank. Samples will be taken from the top, middle and bottom of the tank. The results of testing and the process of cleaning and or treatment will be given to the Garage Supervisor for approval prior to any work being done. **Removal of the probe and using the probe port will not be allowed.**

- **Bacteria and Algae Control**

The Contractor will prophylactically treat the tank and fuel with a Kathon FP 1.5 biocide or approved equal.

- **Bottom Tank Cleaning and Filtration**

Bottom sludge, free water and contaminates will be removed from the tank. The equipment will be lowered into tank using existing accessible ports or inlets. Once all heavy contaminates and water has been removed, the fuel will be examined for visible suspended material to determine if filtering the fuel will be needed. All work must be performed in accordance with Industry accepted standards. Polished Fuel will be filtered by a coalester filter no larger than 2 microns in size for diesel and gasoline mixtures. Filtered fuel will be returned to the tank. Larger micron filters may be necessary ahead of the finishing filter.

At a minimum, the following tests will be conducted and the results reported back: entrained water reported in parts per million, alcohol content and API gravity field tests are sufficient. Any test done to a standard other than the ASTM specification needs to be approved in advance. Additional tests may be appropriate depending on site specific concerns about the fuel. Prior approval must be given by the Equipment Services section of the Office of Support Services. 515-239-1059.

A non-alcohol drying agent will be used to treat the fuel in the tank according to the manufacturers' recommendations. Polished fuel will have no greater than 100 PPM water as certified by the lab tests

Reporting Requirements

A report with the following information must be submitted before payment for services will be processed.

- Town name
- Sample date
- Fuel type (diesel, gasohol or E-85)
- Fuel blend (B20, B5, 10% #1 fuel, etc.)
- Gallons on hand
- Alcohol Content if applicable
- API gravity
- Removed _ gallons water (free standing) & sediment
- Entrained water in PPM (post cleaning and treating)

Please provide these reports in 3 hole punched reports in an 8-1/2" x 11" binder. Reports will be forwarded weekly to allow for quality control.

Disposal of Contaminants

The contractor will provide transportation and disposal of the removed contaminants. The material will be disposed of at an approved disposal facility. Certificates of disposal will be provided to the Iowa Department of Transportation in accordance with federal, state, and local laws and regulations. The Contractor shall provide a report for each site, detailing the findings of the fuel testing, the results of cleaning, and the volume of material removed and disposed of at each site, per visit.

Replacement of Incidental Items

The contractor may repair /replace dispenser fuel filters, broken seals, or missing gaskets or caps as needed. Please provide a schedule of prices for these items and similar items of similar nature. Other items in need of repair can be reported to the Garage Supervisor for him to report to our "Office of Location and Environment".

Contractor's Insurance Requirements

The resulting Contract will require the successful Vendor to maintain insurance coverage(s) of the type and in the amounts set forth below.

- It shall be the Contractor's responsibility to have liability insurance covering the entire project operations incident to contract completion and the Contractor(s) must have on file with the Contracting Authority a current "Certificate of Insurance" prior to award of contract. The certificate shall identify the insurance company firm name and address, contractor firm name, policy period, type of policy, limits of coverage, and scope of work covered (single contract or statewide). This requirement shall apply with equal force, whether the work is performed by persons employed directly by the Contractor(s) including a subcontractor, persons employed by a subcontractor(s), or by an independent contractor(s).

- In addition to the above, the Contracting Authority shall be included as an insured party, or a separate owner's protective policy shall be filed showing the Contracting Authority as an insured party.
- The liability insurance shall be written by an insurance company (or companies) qualified to do business in Iowa. For independent contractors engaged solely in the transportation of materials, the minimum coverage provided by such insurance shall be not less than that required by Chapter 325A, Code of Iowa, for such truck operators or contract carriers as defined therein. For all other contractors, subcontractors, independent contractors, and the Contracting Authority, the minimum coverage by such insurance shall be as follows:
 - *Comprehensive General Liability* including Contractual Liability;
 - Contingent Liability; Explosion, Collapse and Underground Drainage
 - Damage; Occurrence Basis Bodily Injury; Broad Form Personal Injury; Broad Form Property Damage.

Bodily Injury

The contractor will purchase and maintain throughout the term of this contract the following minimum limits and coverage:

• Each person	\$750,000
• Each accident/occurrence	\$750,000
• Workers Compensation	\$750,000
• Statutory Limits	\$750,000
• Employer's liability	\$750,000
• Pollution Liability	\$750,000
• Occupation Disease	\$750,000

Operations

- Property Damage \$250,000 each occurrence

Builders Risk Insurance (Optional):

- Each Contractor holding a valid contract with the Owner shall furnish and pay for builder's risk insurance, providing coverage for at least the following losses: fire, extended coverage, vandalism and malicious damage to materials incorporated in the project, and materials purchased to be incorporated in the project, either stored on or off the permanent job site. If this insurance coverage is not provided, the Contractor shall assume all responsibility for the perils outlined above which may occur prior to project completion and acceptance.
- Failure on the part of the Contractor(s) to comply with the requirements of this Article will be considered sufficient cause to suspend the work, withhold estimates, and to deny the Contractor(s) any further contract awards, as provided in Article 1103.01.
- The Contractor(s) shall require all subcontractor(s) meet the above insurance requirements.

The Certificate of Insurance must include the following:

- Iowa Department of Transportation must be listed as an additional insured
- Proposal Number
- Proposal Description
- Letting Date and Contract Period